



NATIONAL SCIENCE FOUNDATION
PROGRAM DIRECTOR, GRADUATE RESEARCH FELLOWSHIPS
DIVISION OF GRADUATE EDUCATION

ANNOUNCEMENT NUMBER: E20030039-IPA

OPEN: 2/21/2003

CLOSE: 5/30/2003

Vacancy announcement may close 14 days from opening date without further notice.

The National Science Foundation is seeking qualified candidates for the position of Program Director for Graduate Research Fellowships in the Division of Graduate Education, Directorate for Education and Human Resources and inviting individuals who might be interested in an Intergovernmental Personnel Act (IPA) assignment to submit an application. A statement of duties for the position and qualification requirements are included below.

The **Division of Graduate Education** promotes early career development of scientists and engineers by providing fellowships and traineeships for graduate and postdoctoral study. Programs encourage the integration of research and education and seek to ensure a steady flow of diverse, high-ability graduates in science, mathematics, and engineering to the nation. The **Graduate Research Fellowships Program** promotes the strength and diversity of the Nation's scientific and engineering base. NSF Graduate Fellowships offer recognition and three years of support for advanced study to approximately 900 outstanding graduate students annually in all fields of science, mathematics, and engineering, including approximately 90 awards in the Women in Engineering (WENG) and Women in Computer and Information Science (WICS) components. Additional information about the Division and its programs can be found at www.ehr.nsf.gov/EHR/DGE/.

Initial assignments under the IPA mechanism may be made for a period of one to two years. Individuals eligible for an IPA assignment with a Federal agency include employees of State and local government agencies or institutions of higher education, Indian tribal governments, and other eligible organizations in instances where such assignments would be of mutual benefit to the organizations involved. The individual remains an employee of the home institution and cost-sharing arrangements are generally negotiated between NSF and the home institution. Additional information about the IPA program can be found at www.nsf.gov/oirm/hrm/jobs/rotators/ipa.htm. **Individuals interested in an IPA assignment should submit curriculum vitae or Federal application form and a letter referencing qualifications to the following address:**

National Science Foundation
Division of Human Resource Management
Executive & Visiting Personnel Branch
ATTN: E20030039-IPA
4201 Wilson Boulevard, Room 315
Arlington, VA 22230

The formal consideration process will begin in late March.

Applications may also be transmitted electronically to rotator@nsf.gov. The phone number for vacancy announcements coordinated by the Executive and Visiting Personnel Staff is (703) 292-8755; hearing-impaired individuals should call TDD on (703) 292-8044. The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact located on this vacancy announcement.

STATEMENT OF DUTIES: Responsibilities include long-range planning and budget development for the program; define and refine program policies and procedures consistent with strategic plan and goals; administration of the merit review process and funding recommendations; administration of the annual support contract; preparation of program materials including publicity and application documents; maintenance and analysis of program data related to accountability and trends in S&E; participation in long-range planning for other programs and activities of the Division; collaboration with other NSF graduate and undergraduate education programs; coordination with other Federal agencies and organizations; and represent the Program, Division and Foundation within the scientific and education community, with other NSF Divisions, other appropriate agencies, organizations, and academic and research institutions, and with the public.

QUALIFICATIONS REQUIRED: Applicants must have a Ph.D. or equivalent professional experience or a combination of education and equivalent experience in science, mathematics or engineering or science/mathematics/engineering education. In addition, six or more years of successful research, research administration, and/or managerial experience is required. In particular, strong candidates will possess knowledge of S&E graduate education to participate in planning for NSF programs and activities in graduate education.

NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.

NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: 7/31/2005

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- | | |
|---|---|
| 01 - Newspaper (specify) _____ | 10 - Federal, State or local job information center |
| 02 - Contact with NSF Personnel Office
(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or
Veterans Administration |
| 03 - NSF-initiated personal contact | 12 - State employment office |
| 04 - Science Magazine, or other professional journal or magazine
(specify) _____ | 13 - School or college counselor or other official |
| 05 - Affirmative Action Register | 14 - Private job Information service |
| 06 - Attendance at conference, meeting or job fair
(specify) _____ | 15 - Private employment service |
| 07 - NSF recruitment at school or college | 16 - Friend or relative working at NSF |
| 08 - Colleague referral | 17 - Friend or relative not working at NSF |
| 09 - NSF Bulletin | 18 - NSF website |
| | 19 - Internet or other website |
| | 20 - Other (specify) _____ |

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;
6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs
and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER